

Analysis of Reading, Reference and Information Management on the Quality of Scientific Writing

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Abstract

In education, for educational instruments scientific writing is a very important thing. It requires an information management skill, information management is a library search, which can be done through a computer and guided by the internet. It can also be through the quality of reading used as a reference for scientific writing. In addition, in producing a paper also must know the management of writing, not only required to pay attention to the rules of standard language, but also must be able to convey ideas and ideas well and meet scientific criteria, such as making a quote or reference list used. This paper was written with the aim of improving the quality of research through reading material, making notes and avoiding plagiarism, references using the Harvard system for journals, books, and articles. Management of citing articles either CD or internet, writing, editing, storing references electronically, writing bibliography, and quotations.

Keywords: *Readings, References, Literature, Information Management*

1. Introduction

In the current technological development, many students or lecturers are writing digitally scientific papers, but still experience many problems and obstacles when searching for valid reference sources and knowing whether they contain elements of plagiarism or not [1]. In fact, it has been supported by the presence of internet connections that are of interest to many users because of the ease of use [2], so that problem solving management is very easy to do. The development of current scientific progress, encourages writers to manage the ideas and ideas they have in writing [3]. However, it is not only required to pay attention to the level of language used, but also must be able to do management of ideas and insights well by pouring out some quotes that are relevant to the research [4]. This is a real step in research management, which needs to pay attention to the management of writing and any instruments that must be met in writing, so as to produce quality information [5].

Accurate information is needed, because accurate information can be an assessment and will affect the recipient of that information [6]. Information has an important role and is greatly needed by humans today [7]. Information as research material can be searched through text, images and audio-visual [8] [9]. The current reality is that educational instruments such as lecturers or students are still having difficulties in conducting management in compiling research reports [10]. The majority, the problem is the difficulty in finding information sources that are relevant to research [11], whereas management of information sources can be taken into consideration in making management decision [12]. But these problems are considered something reasonable, because in writing scientific papers, there are limits that must be met by the author. Although scientific papers written by the author are guided by previous writings, it does not mean that the author only writes the

opinions of other authors. However, it is also necessary to have a personal opinion from the author on his writing [13].

Reference is a form of credibility of the author [14]. The author's insight and knowledge are seen from the reference track record he cited [15]. The updated references are also a form of the author's success in carrying out information management through reference. The references cited are a clearer, more comprehensive picture of linear research problems with the object of the research under study [16].

From the problems above, the authors are interested in doing research on the role of quotations on the quality of scientific papers, with the full title of "Analysis of Reading, Reference and Information Management on the Quality of Scientific Writing". It is hoped that through this paper, other authors will find it easy to make quotes on writing, and can easily present opinions, ideas or ideas well [17].

2. Research Method

This study used the literature review research method, which was obtained from previous studies [18]. There are 5 (five) literature used in this study, there are:

1. Research conducted by Winarto, Y. T., Suhardiyanto, T., & Choesin, E. M in 2016 with the title "Social Scientific Writing: Preparing, Writing, and Observing". The study explained that, management of knowledge and ability in finding data and information through systematic steps needs to be well understood. The quality of reading also influences the skill of writing scientific papers properly. This study also discusses, that the ability to read critically is an important thing that must be owned. When reading, the writer must be able to distinguish between facts and opinions, which is a management decision-making [19].
2. Research conducted by Mestika Zed in 2004 with the title "Library Research Methods". This study explains that, almost all types of research require literature or reference as a theoretical basis in research. There are 2 (two) terms of library management, namely library research and field research. However, both of them still need library search. The difference lies in the purpose / function, from the literature study of each study. In field research, library search is the first step in making a research framework. Whereas in library research, literature search is used as management research to obtain research data [20].
3. Research conducted by JJ. Randolph in 2009 with the title "A guide to writing the dissertation literature review. Practical Assessment, Research & Evaluation ". This study explains that, errors in writing a literature review can cause failure in preparing reports. The research summarizes how the management of quality literature writing. It starts with a discussion about the purpose of the review, the presentation of the composition of the literature review, and finally, to discuss the steps in conducting qualitative and quantitative literature review management [21].
4. Research conducted by Harli Trisdiono in 2014 with the title "Analyzing the Difficulties of Teachers in Carrying Out Classroom Action Research". The study explained the problems faced by the teacher in conducting and compiling a class action research report. The research was conducted using a qualitative method, where the data was taken by observation and the process of preparing the report was carried out by analyzing the product report made [22].
5. The research conducted by Hari Santoso in 2015 with the title "Prevention and Overcoming Plagiarism in Writing Scientific Work in a College Library Environment". The study discusses the factors that cause the emergence of plagiarism among college librarians. Plagiarism is caused by weak control and the absence of serious sanctions, and instant culture that is usually done by previous writers at the college. This study describes the steps to prevent plagiarism, one of which is to provide guidance in writing scientific papers [23].

3. Results and Analysis

3.1 Reading

Ideal reading activity is starting from the beginning of education. If you work on a tight time scale, try to discipline yourself to ensure that reading does not spend a lot of time than is permitted for that purpose. Because the fact is, it's easier to say than to do, because when you start working on a topic, you are never sure what might be important and what might be irrelevant. Even when very disciplined in reading and surviving temptation, it can be deviated from there because a number of very interesting books or articles that may not be used at all with the topics raised in writing.

A lot of time management to read will give the author a thought, not only about the research that has been done by others, but also about their approaches and methods and this is important, because everything done from the beginning of the study is the preparation of the final report. Experience shows that regardless of how sophisticated thinking about yourself is as a researcher, all writers need to be reminded of the importance of systematic recording. As soon as the writer starts reading, the writer starts to register and must enter all the necessary details. Next week, next month, or the day after tomorrow.

There are 10 (ten) reasons for reading for research: 1. Because reading gives writers ideas. 2. Because the author needs to understand what has been done by other researchers in the field of writers. 3. To expand the author's perspective and put the author's work in context. 4. Because direct personal experience will never be enough. 5. To multiply the writer's arguments. 6. Because reading causes the author to change his mind. 7. Because writers need reading. 8. So that the writer can effectively criticize what has been done by others. 9. To learn more about their research methods and applications in practice. 10. In order to mark fields that have never been researched.

3.2 Making Notes To Prevent Plagiarism

It should be noted in making notes. Observation of a specific perspective by an author often describes a thought that the author might want to connect, or even quote at a later stage. Plagiarism is using other people's words as if they were their own words. Keep in mind, that all sources must be recognized, including paraphrasing other people's words and from other people's thoughts. The problem of plagiarism is a major problem in schools and higher education, due to the availability of model answers to examinations and assignment questions over the internet while being paid.

3.3 Reference with the Harvard System

References show that the writings that are compiled are not all ideas themselves, but some are ideas, information, and evidence from others. This is a strength not a weakness. If someone else has done research or has valuable thoughts, then don't hesitate to make it reference. If you intend to only need half a dozen reference books, then one piece of paper might be able to answer your needs. However, along with the development of research, the author collects many sources of information so that it requires an orderly documentation system. This activity was carried out since the day the author began reading.

There are several ways that are generally acceptable with regard to documenting the management of other sources and information. The Harvard method, for example, author's pseudonym and date, which I use in this book have a number of advantages over other methods. This method avoids footnotes, which feel strange when used because all the sources mentioned in the text appear at the end of each report page instead of chapter by chapter. Almost all institutions have their own style that is preferred and authors are expected to use it, there are:

a. Books:

- Author's pseudonym and first name or initial.

- Date of publication of the book.
- Title (underlined or italicized) and which edition, if necessary.
- Publishing place.
- Publisher Name

Examples of many authors:

Guritno, S. and Rahardja, U., 2011. *Theory and Application of IT Research: Metodologi Penelitian Teknologi Informasi*. Penerbit Andi.

Example book one author:

Kuncoro, M. (2009). *Metode Riset Penelitian Bisnis dan Ekonomi Edisi Ketiga*.

b. For Journal Articles

Author's pseudonym, first name or initial and publication date are the same as books, but then the author is required to provide:

- The title of the article (sometimes in the comma of the interlocutor, sometimes not);
- The journal title from which the article or chapter of the book was taken (generally underlined or given italics even though once again, is not necessary);
- Journal entry number, issue and number of pages.

Examples for journal articles:

Rahardja, U., Aini, Q. and Putri, D.M., (2018). Pemanfaatan Automated Email System (AEMS) Sebagai Media Notifikasi Penilaian Hasil Belajar. *SENSITEK*, 1(1), pp.49-54.

Volume numbers are generally made in bold letters and issue numbers are made in parentheses after the volume number. The page numbers of journal articles are always written

c. Chapter in Books:

For a chapter of a book, the things discussed in the following lines will be appropriate:

Wragg, T. (2002) 'Interviewing', dalam M. Coleman dan A.R.J. Briggs (editor) *Research Methods in Educational Leadership and Management*. London: Paul Chapman Publishing.

This is the chapter in the book edited by Coleman and Briggs. Thus, (editor) is added after their names. After the word 'in' the agreement is the initial should be placed before, rather than after the pseudonym is included.

3.4 Electronic Writing, Editing and Reference Storage

Software like EndNote, ProCite and Reference Manager can be obtained now and there is no doubt that the new version continues to appear on the market. The tool provides various benefits for researchers. For example, EndNote gives authors the facility to create, store, organize, search again, and cite references in research reports. The library (database) stores more than 30,000 references and allows the author to search and manage bibliographic databases online. Once the author knows how to use it, the author will be able to produce his own bibliography in various formats and if he is smart enough, the writer can insert graphics in the text.

3.5 Citation

The quote is the writing of the author referred to in the body of writing. The quote lists the author's surname the year of publication in parentheses. The page number is also included if the author uses descriptions in his own words similar to other people's opinions or notes. Some basic guidelines that need to be considered:

- a. Quotes must be placed at the end of the sentence, in punctuation. Example ... (Larsen, 2012). Or Larsen (2012) stated that
- b. Quotes can be done by means of (Cooper, 2012) or (Cooper, 2012: 23) or Cooper (2012) or Cooper (2012: 23).
- c. If there are two or more authors, use the link (& amp;) in parentheses. Examples (dunphy & amp; Stace, 2012) or Dunphy & amp; Stace (2012).
- d. If there are three or more authors, the writing first mentions all the authors, then for the next writing simply write the name of the first author followed by et.al. Example McTaggart et.al.
- e. If a publication does not have an author, use the name of the organization as the author.
- f. If you quote the statement cited by other authors, it should be stated (Carini, quoted in Patton, 2010).
- g. Two or more quotes must be written in alphabetical order and separated by semicolons. Example (Abraham, 2010; Daniels, 2012).

3.6 References

Some guidelines that need to be considered in compiling a bibliography are as follows:

- a. At the end of the essay or other author's assignment, list all the references the author has quoted.
- b. Must be arranged in alphabetical order by surname. No need to use numbers. There is no need to separate sources by type, for example journal articles, books, and so on.
- c. The name of the author must be typed in the left meeting, the next line must be typed inward.
- d. Journal titles must be typed in uppercase letters for the first letter of each word, other titles only need uppercase letters for the first letter in the first word or for names.
- e. If the author has two books or articles with the same author and published in the same year, write the alphabet letters in sequence after the year, for example Agus, 2013a and Agus 2013b. Do this in both bibliography and quotes.
- f. If you have two authors with the same surname, use their initials, both essay and bibliography, for example Costello, P. and Costello, T.
- g. Do not reference lecture material delivered orally or between intra-personal communication.
- h. The bibliography must be placed at the end of the task, on a separate page, before the attachment, with the title of the bibliography.

3.7 Information Management

It is now clear that it is not enough to just document the publication details on any electronic card or system that I use. Even in small projects, the author needs to create an index and cross reference system. Because later on there was no point in reading a large number of manuscripts, if the author had never found what the writer was looking for. When writers read, familiarize themselves with the writer observing how to classify their findings, how they investigate the links between facts, and how key problems develop. The method used by other researchers might provide thought about how to organize and categorize the author's own data.

3.8 Library Search

a. The literature search with a Computer

Indeed, it will always help if you become a computer whiz. But it really is still possible to search for literature with computers, although the author might consider this to be a technologically difficult challenge. Take advantage of the instructions given by supervisors, departments, colleagues, or library officers about matters relating to this

search. Find out who is in charge of helping library seekers through beginner computers.

b. Username and password

In many computer through a literature search, the authors require a password or multiple passwords, usernames, and sometimes the user code (authorization codes), especially if you want to gain access to materials that are fully written. Passwords may be allocated automatically by libraries, author departments, information technology departments, writers and / or computer centers. But the practice is very diverse, so that if nothing can be said or done, just ask in the library about who issued it all.

c. Data Search Engine

The search engine collects a very large number of databases, so look for sources that mention keywords / index terms / phrases of the author and that provide access to thousands of web sites, some of them listed at the end of this chapter. Data search engines vary in quality and content, and take time to try to use some of them. Therefore, ask which co-authors, fellow students, and special library officers in their view, are the easiest to use.

3.9 Internet Portal

This is a guide or catalog that selects and evaluates sites and organizes material resources more systematically than libraries. They provide alphabetical and annotated sources based on the author's specific title. This is very helpful, because it can provide thoughts about which aspects of the topic of the author should be pursued. Social Science Information Gateways (SOSIG) (<http://sosig.ak.uk/>) is a useful portal that identifies quality sites, both in Social Sciences, Education, and Research Methods. The sources of the writing were donated by library experts and experts in a field of study.

4. Conclusion

References show that the writings that are compiled are not all ideas themselves, but some are ideas, information, and evidence from others. This is a strength not a weakness. If someone else has done research or has valuable thoughts, then don't hesitate to make a reference. If you intend to only need half a dozen reference books, then one piece of paper might be able to answer your needs. The quote is the writing of the author referred to in the body of writing. The quote lists the author's surname the year of publication in parentheses. The page number is also included if the author uses descriptions in his own words similar to other people's opinions or notes. In many library searches through computers, writers need one password or many passwords, usernames and sometimes authorization codes, especially if they want to gain access to materials that are fully written.

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